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Instructions for Voter Registration

Registration is a process whereby a citizen of the State of Illinois becomes a voter. It is a record of voter qualifications and provides information for identifying the voter on Election Day.

As a volunteer deputy registrar for McLean County, you are responsible for all registration supplies in your custody. These materials must be securely kept at all times and may not be transferred to another deputy registrar.

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If any questions arise, please call 888-5956 or 888-5190

Registration and Identification Requirements

To be eligible to register to vote, a person must meet all of the following requirements:

- Be a citizen of the United States on the day he or she registers
- Be 18 years old on or before the day of the next election
- Be a resident of the precinct at least 30 days on or before the date of the next election
- Present proper identification as explained below.

Two pieces of identification must be presented at the time of registration. Follow the guidelines below to determine if the identification is acceptable.

- Both pieces of identification must contain the applicant's name.
- One piece of identification must contain the current address from which the applicant is registering.
- The two pieces of identification must be from two different sources, i.e. two different credit cards from two different companies; two bills from different utility companies such as a gas bill and an electric bill; a school identification card and a social security card, etc.
- A letter delivered to the applicant through the U.S. postal system from a state, federal, or city agency, a utility company, an employer or school, a credit company, or a civic, union, or professional association may be accepted as one of the pieces of identification.
- Identification cannot be self-generated, as for example, a handwritten or typed wallet identification card.
- Acceptable identification may include, but is not limited to:
 1. Driver's license
 2. Social security card
 3. Utility bill
 4. Employer or student identification card
 5. Credit card
 6. Civic, union, or professional association membership card
 7. Birth certificate
 8. Public assistance identification card
 9. Library card

Note: A residence is a permanent abode, a place where a person actually lives. No one may register from a place of business or office, unless the person actually lives there and it is his or her permanent abode.

Section 1 – Complete for all registrations – see sample below

Name: Print the applicant's last name, first name, and middle initial. A married woman must give her own first name, not her husband's. Circle the appropriate suffix, if applicable.

Township/Precinct: Leave blank. This will be completed by the election authority.

Legal Residence: Print the house number, street direction (N-north, S-south, E-east, W-west), street name, apartment number, city, and zip code. This must be a complete physical address and not a mailing address. Always be sure to ask if there is an apartment number. If they live in an apartment, then that number is required. If they have a different mailing address, please write it in the "To Election Judges" section located at the bottom of the registration card.

Phone number: This is optional, but always ask for it.

Date of Birth: Indicate the exact month, day, and year of birth. If the applicant refuses to give this information, the registration will not be processed. Use numbers to indicate the month, day, and year.

Place of Birth: Print the state of birth, or country, if the applicant is foreign-born. Do not print U.S.A. or America if the applicant was born in the United States. Proper state abbreviations may be used. Do not print the county. Simply print the state or, if foreign-born, the country of birth.

Sex: Circle "M" for male or "F" for female applicant.

Social Security Number or Driver's License No.: Print the Driver's License or State I.D. number (always ask for this first). If they do not have either, then ask for their Social Security number. If they do not feel comfortable giving the whole number, they may give only the last four digits. If they do not wish to give either, they need to give us some sort of number that identifies them in our computer system.

Prior Registration: Complete this section only if the applicant has a prior registration address or a former name different from the one they are registering under. When filling out this section it is most important to ask for a county and state of their prior registration.

Sample: Section 1

Section 2 – Complete only for persons born outside the U.S.

An applicant born outside of the United States is required to provide naturalization information. This section is completed only if the applicant was born outside the United States. Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require additional proof of citizenship.

Citizenship: Indicate with a cross mark (x), whether the applicant was born of U.S. parents or was naturalized.

If Naturalized: Indicate, with a cross mark (x), whether the applicant has his or her own papers or derived citizenship under his or her parent's papers. The sections requesting court, city, state, and date of naturalization must be completed.

Sample: Section 2

Do not refuse to register a naturalized citizen if he or she does not have specific citizenship information available at the time of registration. Complete all other applicable sections of the registration, and identify to us the application with the incomplete citizenship information when you submit the forms to the office of the election authority. Upon completing the registration, give the applicant the "Citizenship Information" slip and instruct them that they must complete this slip and mail to the address indicated on it to complete their registration.

Sample: "Citizenship Information" slip

Section 3 – Complete only if the applicant is unable to sign name

If an applicant is unable to sign his or her name, Section 3 must be completed. If the applicant *can* sign his or her name, *do not* complete Section 3.

Obtain the following information from any applicant who is unable to sign his or her name on the registration form: father's first name, mother's first name, height, color of eyes, and distinguishing marks.

Reason for inability to sign name: Indicate, with a cross mark (x), the reason the applicant cannot sign the form.

Sample: Section 3

Section 4 – Complete for ALL registrations

Administer the oath (it can be read out loud by the registrar or the applicant), which is required by law, to the applicant. This oath is located at the bottom of the registration form in Section 4. Enter the date of the registration and have the applicant sign his or her name, as it appears in Section 1, in the box provided for signature. If the applicant cannot sign, and Section 3 has been completed as explained above, have the applicant make his mark on the line. Sign your name on the line provided for signature of the registration officer. All signatures must be original. Carboned signatures will not be accepted.

Sample: Section 4

When all sections are completed, remove the tissue receipt from the registration form. Give the receipt to the applicant. A registration is not complete, however, until the person has received in the mail a verification card from the County Clerk.

Members of Religious Orders

If the applicant is a member of a religious order, enter the civil last name, omit the applicant's first name, and enter the name acquired in the religious order and any other name adopted. Complete the remainder of the registration as required.

Lost or Stolen Verification Cards

If a registered voter requests a new verification card, do not take a new registration unless the applicant has moved or had a name change. If the card has been lost or stolen, the person can contact the County Clerk directly. Requests for new verification cards (I.D. cards) should be sent to:

McLean County Clerk
104 W. Front St., Rm. 704
Bloomington, IL 61701

The request must include name, address, and signature, as registered, of the person requesting the replacement card.

Important Reminders

- Only those persons who are qualified may register to vote. These instructions and forms are for registering *only* residents of McLean County. A McLean County deputy is not authorized to register a person at an address not within McLean County.
- Identification is required and must be shown to the deputy registrar.
- The official registration form must be completed by the deputy registrar, not the applicant.
- The official registration form must be dated and signed on the day it is completed.
- All registrations must be printed and signed (by the deputy registrar) legibly.
- Do not scratch out or attempt to erase on the form. If an error is made, mark the form "VOID" and begin a new form.
- Do not print any information in the margin areas of the registration form.

Returning Completed Registrations

Completed registrations will be accepted in the offices Monday thru Friday from 8 a.m. – 4:30 p.m. Special return arrangements may be set by the office upon request.

Verification of Registration Cards

The applicant will receive a verification of registration card within two weeks of the date of the registration is returned by the deputy registrar. If the applicant does not receive a card within this time period, the person should call the election office at 888-5956.

Sample of Completed Registration Application

Completing the Registration Audit Report

A registration audit report, listing all used registrations, must be completed by the deputy registrar. Each registration must be listed on the audit report. An election employee will verify each name and address listed from the individual registration and sign the report. Voided or spoiled registrations must also be listed on the audit form. No registration will be completed until the registration is processed and a verification card is received by the applicant.

Sample - Registration Audit Report

Peggy Ann Milton
McLean County Clerk
104 W. Front Street, Room 704
Bloomington, IL 61701
(309) 888-5956

The following is a true and accurate account of all persons I have registered and the registration forms supplied by the Elections Authority.

Office Use Only	No.	Name of Applicant	Address	Phone	Comments
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

Registrar's Signature

Phone

Date

Registrar's Printed Name

E-Mail

Office Use Only

Total Forms Issued _____
(-) Forms Completed _____
(-) Forms Mutilated _____
Unused Forms Returned _____

Additional Forms Given _____
Date Additional Forms Given _____

Election Authority's Signature